

Message Text

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ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 L-03 OMB-01 A-01 MMO-04 OPR-02

SCSE-00 SCA-01 PPTE-00 PER-03 ST-01 SY-05 MED-03 PC-05

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R 041020Z AUG 75

FM AMEMBASSY NOUAKCHOTT

TO SECSTATE WASHDC 4182

UNCLAS NOUAKCHOTT 1564

E.O. 11652: N/A

TAGS: AINF OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

1. FOLLOWING INFORMATION IS PROVIDED AS REQUESTED REFTEL:

2. I. NAME OF RECORD

AMERICAN VISITORS AND RESIDENTS

II. CATEGORY OF INDIVIDUAL

CARD FILE OF AMERICANS - OFFICIAL AND NO-OFFICIAL RESIDENTS
AND VISITORS IN MAURITANIA

III. CATEGORY OF RECORD

CONTAINS NAME, PASSPORT DATA, DATE AND PLACE OF BIRTH,
NEXT OF KIN ADDRESS, HOME ADDRESS IN U.S., LOCAL
ADDRESS, COMING FROM AND GOING TO, MEMBERS OF FAMILY
ACCOMPANYING AND DATE AND PLACE OF ENTRY INTO
MAURITANIA.

IV. AUTHORITY

8 FAM 278 - LIST OF POTENTIAL EVACUEES

V. ROUTINE USES

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TO IDENTIFY INDIVIDUALS IN MAURITANIA FOR POSSIBLE

E&E MEASURES; ASSIST IN COMPILING MODE DATA FOR ANNUAL REPORT AND TO NOTIFY FRIENDS AND RELATIVES IN CASE OF ILLNESS OR ACCIDENT.

VI. RECORD MANAGEMENT POLICY AND PRACTICE
RECORDS KEPT ALPHABETICALLY ON 5X8 CARD IN FILE CABINET. RECORDS MAINTAINED FOR DURATION OF INDIVIDUALS RESIDENCE OR STAY IN MAURITANIA.

VII. SYSTEM MANAGER
CONSULAR OFFICER

VIII. SOURCES
INFORMATION IS VOLUNTEERED BY INDIVIDUAL OR HEAD OF FAMILY CONCERNED.

3. I. PERSONNEL FOLDER

II. NAMES OF EMPLOYEES PRESENTLY WORKING AT EMBASSY AND WITHIN LAST TWO YEARS. BASICALLY A WORKING PER FOLDER.

III. SHIPMENT OF HHE RECORDS, REQUEST FOR LOCAL VEHICLE REGISTRATION, LOCAL TRAVEL ORDERS AND TRAVEL VOUCHERS AND MISCELLANEOUS DOCUMENTS AND FORMS -I.E., INFORMATION USED IN GENERAL ROUTINE ADMINISTRATIVE WORK.

IV. INFORMATION NOT SOLICITED BUT OBTAINED FROM OTHER OFFICIAL PERSONNEL PAPERS AND THE INDIVIDUAL HIMSELF.

V. USED ONLY WITHIN THE ADMINISTRATIVE OFFICE FOR OFFICIAL PURPOSES.

VI. MAINTAINED ON HARD COPY IN ALPHABETICAL ORDER BY NAME. STORED IN A FILE CABINET - ALL MATERIAL NON-SENSITIVE. IS RETAINED FOR 2 YEARS AFTER PERSON'S DEPARTURE FROM POST.

VII. ADMINISTRATIVE OFFICER

VIII. OFFICIAL PER DOCUMENTS ALREADY ON FILE.
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4. I. MEDICAL CONSULTATION FILE

II. MEDICAL INFORMATION

III. MEDICAL HISTORY, CURRENT STATE OF HEALTH, INNOCULATION RECORD, CONSULTATIONS, ETC. ON INDIVIDUAL EMPLOYEE AND HIS DEPENDENTS PLUS DIAGNOSES AND TREATMENT BY THE RESIDENT AMERICAN NURSE AND REGIONAL MEDICAL ADVISOR.

IV. FOREIGN SERVICE ACT OF 1946 (3 FAM 681.3)

V. INFORMATION IS FOR USE OF EMBASSY MEDICAL PERSONNEL AND THE REGIONAL MEDICAL ADVISORY PLUS, ON A NEED TO KNOW BASIS, LOCAL DOCTORS IN CASES OF LOCAL TREATMENT.

VI. RECORDS FOR ALL PERSONNEL EXCEPT PCV'S IN ONE FOLDER UNDER TITLE "MEDICAL HISTORIES". PCV FILES KEPT ALPHABETICALLY BY NAME. FILES ARE UNDER LOCK AND KEY AND ACCESS IS LIMITED TO EMBASSY MEDICAL PERSONNEL. RECORD IS DESTROYED AFTER PERSON DEPARTS POST.

VII. EMBASSY NURSE.

VIII. INFORMATION OBTAINED FROM INDIVIDUAL (OR PARENT), FROM US MEDICAL STAFF, AND OCCASIONALLY FROM LOCAL OR DAKAR BASED MEDICAL PRACTITIONERS PLUS TEST RESULTS FROM LOCAL OR DAKAR MEDICAL LABORATORIES. HANDY SIDE

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